

1st subject than the name of corresponding professor should be display and so on display the entire list.

TIS Excel

- * TIS Excel is one of the feature of TIS office. It is a software that is mainly used for calculation, graphs, charts, preparing statistical reports, what-if-analysis, scenario manager etc.
- * Some of the key features of excel includes inbuilt formulas, functions, future, forecasting budgeting etc.
- * Components of excel.
 - ① Workbook: A workbook is a collection of worksheets. It is also called spreadsheet.
 - ② Worksheet: A worksheet is a combination of rows and columns for entering data in a synchronized manner.

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Rows are denoted by alphabets whereas columns are denoted by numbers. Combination of a row and column that contains a single entity is called cell. A worksheet contains 10,48,576 rows and 16384 columns. The default extension of an excel 5 is .XLGX.

③ Cell address: Cell address is the specific location of the cell that contains the data in a worksheet.

Example: ④ Cell address C7 means function of column C and row 7 in a worksheet.

⑤ Sheet 1 / B5 means: Sheet 1 having column B and row 5 in a workbook. It is also called external address.

The menus available in excel are home, insert, data, formula, review, view etc.

④ Shortcut keys in excel.

- Ctrl + N (to create a new workbook)
- Ctrl + O (to create/open an existing workbook)
- Ctrl + S (to save a workbook or a spreadsheet)
- Ctrl + W (to close current workbook)

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- Ctrl + F4 (to close the application or excel)

(It is also used to shut-down the PC)

- Ctrl + Pg down (to move to the next sheet)

- Ctrl + Pg up (to move to the previous sheet)

- ~~Alt~~ Ctrl + A (to go to the data tab.)

- Alt + W (to go to the view tab.)

- Ctrl + X (move selected cells)

- Ctrl + C (Copy selected cells)

- Ctrl + V (paste content at the insertion point)

- Ctrl + Alt + V (to open paste special dialogue box).

- Ctrl + A (hide rows)

- Shift + Ctrl + a (to unhide rows)

- Ctrl + O (to hide columns)

- Shift + Ctrl + O (to unhide columns)

- Shift + Spacebar (highlight rows)

- Ctrl + Spacebar (highlight columns)

- Ctrl + G (to go to a specific cell)

- Ctrl + home key (to back to the top of the data set)

- Ctrl + End key (to go to the end of the data).

- Ctrl + Shift + L (To add filter)

- Ctrl + T (to activate design tab)

* Different types of Operators available in excel under formula tab.

- ⊙ Arithmetic operator (+, -, ×, ÷, %)
- ⊙ Relational operator (>, <, >=, =, <=, ≠)
- ⊙ Logical operator (Not, or, and, XOR)
- Boolean operator
- Statistical operator
- Exponential operator
- Engineering operator
- Trigonometrical operator {to combine two}
- ⊙ Text operator (b) - {text or values}
- ⊙ Reference operator (:, :)
- {⊙ to select or specify range}
- {⊙ to combine a range}

Cell Reference

A	B	C	D	E
Roll no.	Name	M ₁	M ₂	Total
1	R ₁	30	35	=C ₂ +D ₂
2	R ₂	40	39	
3	R ₃	29	30	
4	R ₄	45	40	
5	R ₅	40	35	

Relative Reference

A₂

A₃

A₄

A₅

A₆

Absolute Reference

b B2

- * It refers to the cell address that will be repeated while using formula. A formula is constructed using cell address. The cell address has to be accurate for the formula to be correct. Broadly there are two types of cell references. ① Absolute cell reference & ② Relative cell reference.

* Definition of Absolute Cell reference:

- Whenever a formula is copied from one point part of the worksheet to other, the absolute address may not change & it will remain as it is irrespective of where it is copied. In absolute cell reference we use \$ dollar sign.

* Definition of Relative Cell reference:

- When a formula is copied from one part of the worksheet to another the relative reference of the cell will change. The ability to adjust a formula from one location to another is called relative referencing.